



COORABELL PRIMARY SCHOOL

ENROLMENT POLICY (updated February 2020)

This document articulates the process involved in enrolling a child/ren at Coorabell Public School.

This policy has been developed in consultation with the Director Educational Leadership and the school community.

The following points govern enrolment in all public schools (including Coorabell Public School) as stated in the 'Enrolment of Students in NSW Government Schools.' PD/2002/0006/V02 updated 14/08/2019.

See <https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools> for further clarification.

General Principles Governing Enrolment:

- A student is considered to be enrolled when he or she is placed on the admission register of a school.
- A student should be enrolled in one school only at any given time.
- Children are entitled to be enrolled at the government school that is designated for the intake area within which the child's home is situated and that the child is eligible to attend.
- Parents may seek to enrol their child in the school of their choice.
- School local areas are determined by the Department of Education and Training through a process involving consultation with the school's Director.
- The policy and criteria should be expressed in plain English and in community languages where necessary. It should be made clear what consideration will be given to each of the criteria.

Discrimination

No person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability or sexual preference or marital status.

Enrolment of students with special Learning Needs

Consideration will be given to all criteria governing the enrolment of students with special learning needs.

Buffer

No additional accommodation will be provided to cater for increased enrolments resulting from non-local placements. No non-local enrolments other than younger siblings of current non-local students are able to be accommodated in 2018/2019/2020. Any compelling consideration is to be referred to the Director Educational Leadership.

Local Enrolment requirements

For your child

- Birth certificate or identity documents
- Immunisation register or Immunisation History statement (only required when enrolling for the first time into a NSW government primary school).

Confirmation of Residential address

On completion of an expression of interest, multiple pieces of evidence showing the name of the child's parent must include:

- One of either a council rates notice or lease agreement through a registered real estate agent.

And any three of the following (but not limited to);

- Private rental agreement for a period of at least 6 months
- Centrelink payment statement showing home address
- Electoral roll statement
- Electricity or gas bill showing the service address*
- Water bill showing the service address*
- Telephone or internet bill showing the service address*
- Drivers licence or government issued ID showing home address*
- Home building or home contents insurance showing the service address
- Motor vehicle registration or CTP insurance policy showing home address
- Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this.

*up to 3 months old

The development of criteria for the enrolment of non-local students has been developed by the placement panel at Coorabell Public School and is listed below. The criteria is consistent with the **General Principles Governing Enrolment** document stated above. In assessing the application of the criteria to individual cases, the panel will consider only those matters presented on the application form and not oral or other submissions. The decisions made by the placement panel must be made within the context of the agreed enrolment ceiling and the buffer retained for local students arriving later in the year.

Criteria for Non-Local Placement

The criteria for non-local enrolment application is documented below and is available, in advance, to parents who are interested in enrolling their children at Coorabell Public School.

Out of zone applicants can only be considered if there are vacancies in any grade or class.

In addition to the below criteria, the Principal of Coorabell Public School will contact the 'in-zone' Principal to discuss the out of zone applicant. The Principal of Coorabell Public School will also require that the out of zone parents/carers and student/s will approach their local/in-zone Principal before the application for out of zone enrolment can be processed or considered at Coorabell Public School.

Coorabell Public School reasons/criteria for choosing non-local placements may include:-

- Proximity and access to the school
- Siblings already enrolled at the school
- Medical reasons
- Safety and supervision of the student before and after school
- Availability of subjects or combinations of subjects
- Special interests and abilities
- Compassionate circumstances
- Particular educational programs or philosophies
- Structure and organisation of the school
- Change of residence
- Move from a non-government school
- Student welfare needs
- Size of the school
- Particular disciplinary procedures
- Travel arrangements and/or distance

The number of students a school may enrol is limited by the availability of classroom space. This means that some schools may not have the room left for non-local enrolments after accommodation of local children. To avoid disappointment, parents should check that there are places available in a school before applying.

Criteria will be applied equitably to all applicants.

Appeals

Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the principal. Where required, the principal should provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing. The principal will seek to resolve the matter. If the matter is not resolved at the local level the director will consider the appeal and make a determination. The director will consult with the relevant principals and school communities as necessary. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

Geoff Coghlan - Principal

February 2020